

VACANCY NOTICE

CS-376

REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: MAINTENANCE PERSON	CLASSIFICATION CODE: 00339700 UNCLASSIFIED
	SALARY RANGE: 31758-34194 GRADE 00309A	REFERENCE POSITION NO.: 209050100-00331
	Department or Agency Name EXECUTIVE MILITARY STAFF	APPLICATION PERIOD: 3/6/12-3/12/12
	Division/Section/Unit MAINT. OF FEDERAL BLDGS.	Grace Period Ends: 3/15/12
	Assignment(s) / Comments . FLOATER - COMPRESS WORK WK SUBJ TO CHANGE	
	Shift and Days: TUES-FRI 7:00AM-5:30PM	Job Location: CRANSTON (FLOATER)
	Restrictions/Limitations: LIMITED TO FEDERAL FUNDING 09-30-12	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: COUNCIL 94, LOCAL 2886	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB SPECIFICATIONS.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <u>Education:</u> Such as may have been gained through graduation from high school or GED equivalent. <u>Experience:</u> Such as may have been gained through: employment in building/plant maintenance work which involved at least two (2) years of building, electrical, plumbing trades. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <u>Special Requirements:</u> Must possess and maintain a valid State of Rhode Island Commercial Driver's License (CDL B). At time of appointment, must be physically qualified to perform work assignments as certified by the State appointed physician. Refer to attached job specification for additional special requirements.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: MAIL IN ONLY OR HAND CARRY TO LOCATION. NO FAXES PLEASE</p> <p>EXECUTIVE MILITARY STAFF ATTN: SUE JAY 645 NEW LONDON AVENUE CRANSTON, RI 02920</p> <p>Telephone #: 275-4648 Fax#: MAIL IN ONLY TTY/TDD #: RELAY 7-1-1 (Telecommunication Device for the Deaf)</p>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

UNCLASSIFIED

CLASS TITLE:: MAINTENANCE PERSON

CLASS CODE: 00339700

GRADE: 00309A

EO CODE: H

LOCATION: Base Host Location -Cranston. Floater – Incumbent will be directed to perform work assignments at various Army National Guard locations.

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To perform routine maintenance and repair work in the building, mechanical or electrical trades, or to assist a skilled worker in their performance at various Army National Guard facilities; and to do related work as required.

SUPERVISION RECEIVED: Receives general direction and instruction from a superior with wide latitude for the exercise of independent judgment as to the methods/materials required to effectuate tasks; work is reviewed on completion.

SUPERVISION EXERCISED: None

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To install, repair and maintain plumbing fixtures, hot water tanks, steam lines, steam heating and other related equipment.

- To cut, thread and install pipe for steam water lines.

- To install electrical circuits, outlets and lighting fixtures.

- To weld and braze metals by use of arc and acetylene welders.

- To build/repair doors, doorframes and furniture; to lay linoleum and make repairs to floors.

- To fabricate and install temporary partitions.

- To paint buildings, walls or other surfaces.

- To perform masonry work in connection with buildings, foundations, walks and wells.

- To repairs roofs, install flashing and spouts.

- To repair and recondition fans.

- To install, remove, replace windows and screens as needed.

- To operate, repair and maintain all machine shop equipment and perform recurring preventative maintenance to such equipment and power tools.

- To clean and oil all electrical motors installed in real property facilities (i.e., boiler motors and circulators).

- To inspect and maintain all facility motorized equipment (i.e., snow blowers, lawn mowers, etc.), semi-annually or as required by the supervisor.

- To perform all required street sweeping, snow removal and sanding of parking lots, sidewalks and entrance ways.

- To perform all landscaping and grounds maintenance.

- To operate various types of heavy equipment.

- To pick up supplies, materials, and parts.

- To respond to after hours' facility emergencies

- To accomplish all other related job assignments.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

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KNOWLEDGE, SKILLS, AND CAPACITIES – A working knowledge of several building construction trades such as plumbing, painting, carpentry, electricity and HVAC systems; a familiarity with the operation of mechanical equipment; a familiarity with the use of common tools and materials and skill in handling tools and the ability to make varied repairs without supervision; must have the ability to work from pencil sketches/diagrams; a familiarity with grounds maintenance methods and operations; the ability to perform tasks requiring mechanical aptitude; the ability to understand and follow oral and written instructions; and related capacities and abilities.

Special Requirements:

Mandatory - Must possess and maintain (as a minimum) a valid State of Rhode Island Commercial Driver's License (CDL B) throughout duration of employment and comply with such state and federal regulations pertaining to CDL licensing. Subject to random drug and alcohol testing.

Must have the ability to operate various types of heavy equipment and obtain DOD certification if required for the use of such equipment as indicated below:

Military roll-over Snow Plow	Backhoe	Ten (10) Ton Dump Truck
Five (5) Ton Dump Truck	¾-1 ¼ Ton Dump Truck	Military Sweepers
Flat Beds	Bucket Truck	Forklift
Front-end Loader	Military Snow Blowers	Bobcat
Industrial Lawn Mowers/Weed Trimmers		

Subject to BCI and NAC background investigation; have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment. Must have the ability to obtain a security clearance.

At time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through the completion of twelve (12) school grades or G.E.D. equivalent; and

Experience: Such as may have been gained through employment in building and plant maintenance work which has involved at least two (2) years of building, electrical, plumbing or mechanical trades.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Written: 3/07

Revised: 1/09 Change: CDL Class B License and subject to random testing.